

FIG. 1
(PRIOR ART)

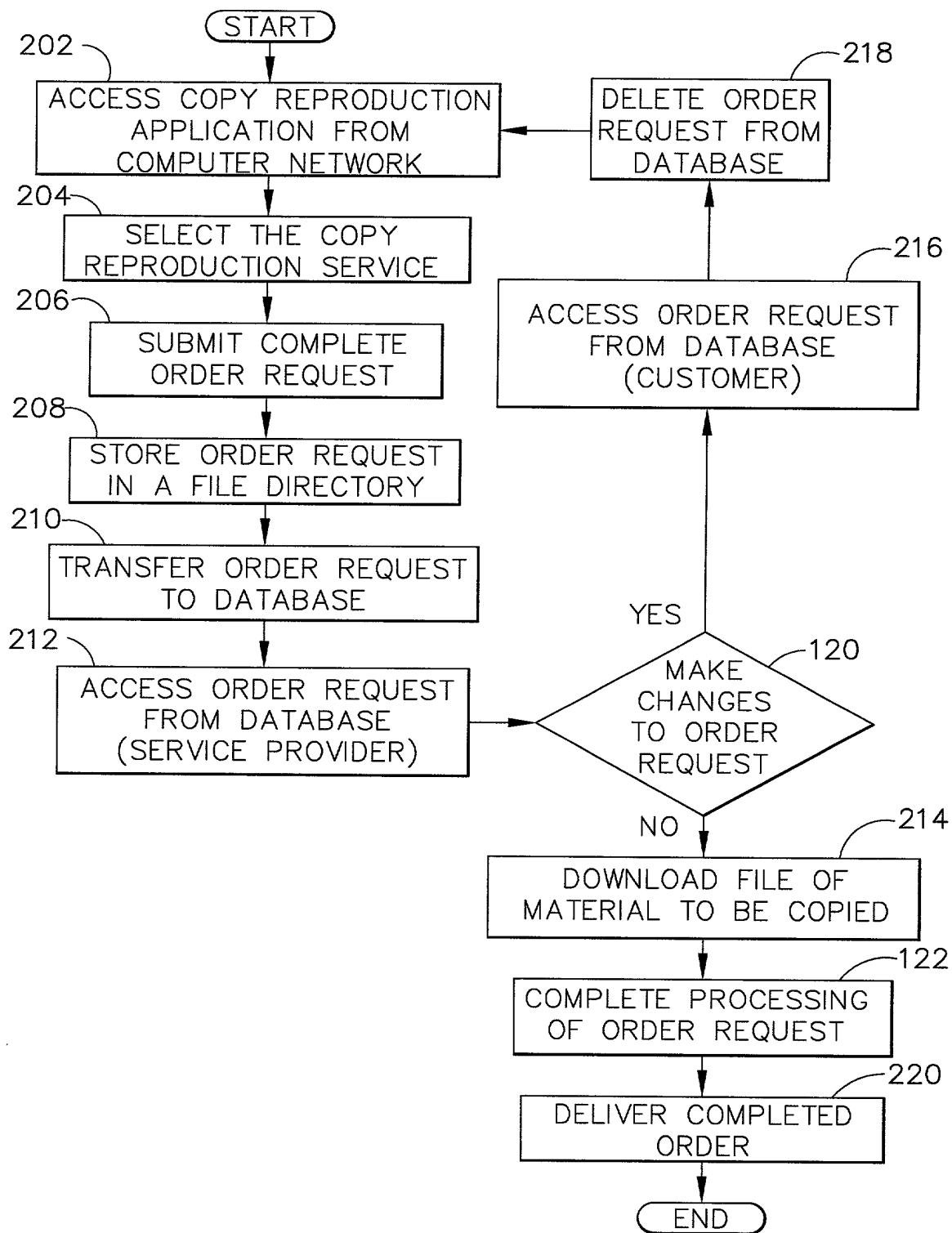


FIG. 2

Online Copy Reproduction Order Form

Today's Date

Personal Information

Name:

Phone:

Component #:

Floor

Building:

Column

Location

Job Name:

Copy Information

Number of Originals (page count)

Number of B&W Copies

Number of Color Copies

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area

▼

Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.

Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" Upload Address List file on next page.

Special Instructions

Insert a blank page.

Mail 2 copies to Lynn.

Due Date

Due Time

: ☐ AM ☒ PM

Paper and Cover Information

Paper Stock ▼

Covers ▼

Paper Size ▼

Tabs ▼

Sides (1-sided) ☐ (2-sided) ☒

Finishing Information

Staples ▼

Punch ▼

Fold ▼

Binding Information

Pad ▼

Pastic Combs ▼

Other Bindings ☐ Black Tape

☐ String Tie

Additional Instructions

You can Upload the Source File after clicking "Submit" button

FIG. 3

Online Wide Format/Poster Order Form

Today's Date

Personal Information

Name:
Component #:
Building:
Job Name:

Phone:

Floor

Column

Location

Poster Information

Number of Originals (page count)

Number of Copies

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area

▼

Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.

Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" upload Address List file on next page.

Special Instructions

▲ ▼

Due Date

▼ ▼ ▼

Due Time

: ☐ AM ☒ PM

Poster Details

Poster Size ▼

Laminate ☒

Foam Board ☒

Additional Instructions

▲ ▼

You can Upload the Source File after clicking "Submit" button

FIG. 4

Online CD-Rom Reproduction Order Form

Today's Date

Personal Information

Name:

Phone:

Component #:

Floor

Building:

Column

Location

Job Name:

Copy Information


Number of Files Number of CD Copies Number of Hard Copies

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area



Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.




Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" upload Address List file on next page.

Special Instructions

Due Date

Due Time

☐ AM ☒ PM

CD Information

In addition, we can put a pdf file on a zip disk. We also can create silk screened labels for language.

☐ Scanning of Hard Drive

☐ Creating Searchable Text

☐ Convert to PDF

☐ Creat Zip Disk

Additional Instructions

You can Upload the Source File after clicking "Submit" button

FIG. 5

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Attach the file that you want to have printed and then upload it.

C:\users\webcast1.doc	Browse
C:\users\webcast2.doc	Browse
C:\users\webcast3.doc	Browse
C:\users\webcast4.doc	Browse
C:\users\webcast5.doc	Browse

Attach the Distribution List file and then upload it.

C:\users\distrib.doc	Browse
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Attach the Address List file and then upload it.

C:\users\address.doc	Browse
Upload	

FIG. 6

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Welcome To The Copy Reproduction Management Screen

Status	Order #	Description	Date Requested	Estimated Delivery Date
<input checked="" type="radio"/> Closed	WSCR1108	Tutorial	OCT-18-2001 03:20 PM	Nov 03 2001 10:30 AM
<input type="radio"/> Pending	WSCR1118	Webcast	OCT-18-2001 09:20 PM	Nov 04 2001 10:30 AM

Update Order

View Closed Orders

FIG. 7

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Copy Reproduction

Statistics More Information

Personal Information

First Name : ROBERT

Email ID :

Last Name :

Department: E-BUSINESS

Quick Search

Order # WSCR

Copy Type -All-

Request Date

Status : -All-

Requested Due Date

Estimated Due Date

Search

Current Status

Status	Order #	Description	Requested Due Date	Estimated Due Date
<input type="checkbox"/> Pending	WSCR1044	eBusiness	OCT-14-2001 12:00 PM	
<input type="checkbox"/> Pending	WSCR1046	Tutorial	OCT-14-2001 12:00 PM	
Open	WSCR1048	Webcast	OCT-14-2001 12:00 PM	OCT-14-2001 12:00 PM

Cancel Request

FIG. 8

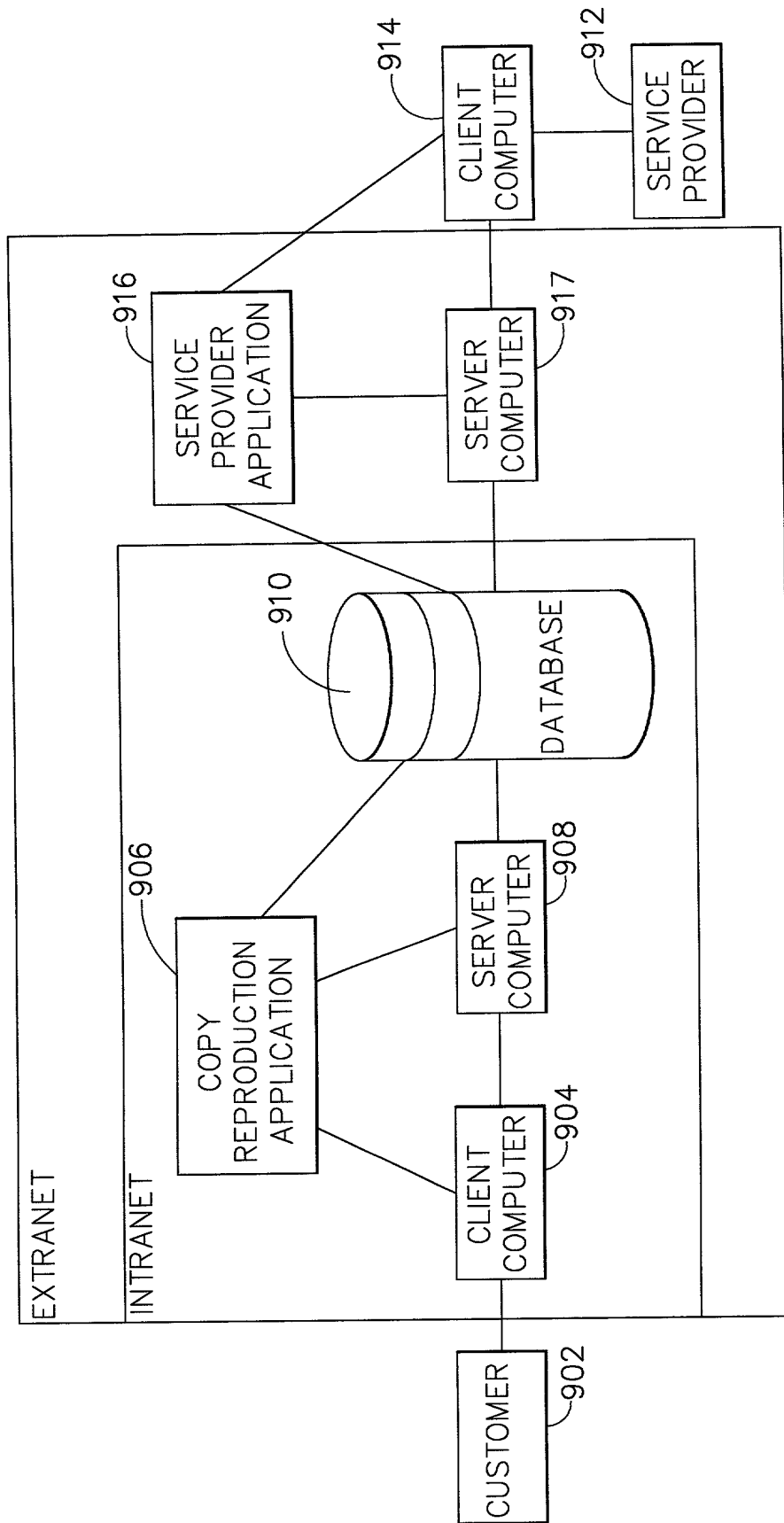


FIG. 9